

## **Instructions for renovation to new apartment owners**

Follow the instructions below, if you are renovating or having renovation made in your apartment. For more information on maintenance and alteration work, visit our web page or ask your housing manager (contact information can be found in the house manager's certificate).

### **Apartment owner's duty to notify about maintenance and alteration work**

The apartment owner must – by housing corporation law – **notify the housing manager in advance and in writing, when doing maintenance or alteration work** that affects the property, building or part of an apartment that are on the corporation's or another apartment owner's responsibility or that uses the apartment of another apartment owner. (Housing corporation law chapter 4, 7 § and chapter 5, 2 §)

**Notify about all the work done in your apartment, except for painting or wallpapering dry areas. If you are not sure if you have to notify your housing corporation's board or the housing manager, contact our agency to make sure.**

### **Summary for apartment owners when doing maintenance and alteration work**

- 1.) Have a renovation plan made or make one yourself.**
- 2.) Send a renovation notice form on our web page or order the form and the renovation instructions by phone. Deliver the form to your housing manager.**
- 3.) Don't start working before permission from your housing manager.**
- 4.) Talk with your housing corporation's representative (e.g. housing manager), how you'll supervise your work.**
- 5.) Have the work inspected by a representative of the housing corporation (an inspection fee applies).**